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| King County | | **Department of Adult and Juvenile Detention All Divisions General Policy Manual** | |
| | | **Chapter 1 Administration and Personnel Management** | |
| **1.03.001 - Administer Leave Benefits** | | Approved By: | Director Allen Nance |
| | | Effective Date: | June 05, 2025 |
| | | Reviewed By: | HR, PRC |
| | | Review Date: | May 14, 2025 |
| Distribution: | | Document Code No. | |

**Policy**

The Department has established the following guidelines for administering leave benefits and ensuring all relevant information is obtained so every payroll transmittal can be completed in an accurate and timely manner.

Employees must receive written authorization prior to an absence unless their absence is due to sick leave or having previously received verbal approval for the leave. Employees are required to submit an absence request via an Absence Request Form (ARF) or via the Roster Management System Employee Interface (RMS EI) tool within 24 hours of their return to work. All leave requests must be forwarded to the Administrative Sergeant at each adult facility or to their designated Scheduling Supervisor. If any employee uses paid Sick Leave for more than three (3) consecutive workdays, unless otherwise addressed by a CBA, the employee may be requested to provide verification that confirms that the use was for an authorized purpose.

**References**

RCW: 38.40.060
49.46.210

Applicable Collective Bargaining Agreements

King County Code: Personnel Guidelines Section 14
King County Leave Administration Policies
King County Code Title 3 (3.12)
Family and Medical Leave Act (FMLA)
Washington Family Leave Act (WFLA)
Washington Family Care Act (WFCA)
King County Family and Medical Leave (KCFML)

**A. Protected Family and Medical Leaves**

In some instances, an employee's absence may be due to a health, medical, or other issue that may be covered by the guidelines or requirements of the federal Family Medical Leave Act (FMLA), the state Family Medical Act (FML), the King County Family and Medical Leave benefit (KCFML) or other federal, state and local laws. All inquiries, questions and concerns

regarding this benefit including all information provided by health care practitioners, must be directed to DAJD Leave Management to ensure confidentiality.

Please contact DAJD Leave Management for further guidance.

**B. Leave Absence Requests**

When an employee is given verbal authorization for leave, the employee is required to submit an Absence Request Form (ARF) or submit their leave request through the RMS EI application if applicable, within 24 hours of their return to work.

Please refer to the applicable Collective Bargaining Agreement and/or Personnel Guidelines for additional guidance.

**C. No Pay Status List**

1. Employees may only use leave which has already been accrued. If an employee has insufficient leave benefits to cover an absence, and the leave is not designated as protected leave, the employee's name will appear on the "No Pay Report". Whenever an employee's name appears on the "No Pay Report" that is generated each pay period, the Internal Investigations Unit (IIU) will track the no-pay event and forward the appropriate documents to the division designee's office.
2. On the first occurrence of an employee using more leave than they have accrued, the employee will be provided a Letter of Corrective Counseling. Subsequent occurrences may result in progressive discipline in accordance with Section E. For the purpose of this section, a single occurrence is defined as a singular pay period. Exceptions to this practice will include staff on military leave, using protected leave, or "No Pay Status" with prior approval by the DAJD Director or designee.

**D. Military Leave**

The employee will provide the Administrative Sergeant/Scheduling Supervisor and the DAJD Leave Manager with a Uniformed Services Election Form, including a signed, dated letter from the service member's Commanding Officer and/or a copy of their orders. This will be attached to the absence request. If documentation is not provided, the employee's name will appear on the "Needs Slip" list and be forwarded to the division designee.

If DAJD Leave Management does not receive an employee's completed Uniformed Services Election Form, inclusive of their military leave orders prior to the commencement of the employee's military leave and/or deployment; DAJD will be unable to provide paid military leave under RCW 38.40.060 and the County's military leave differential pay and benefits. Please refer to the applicable Collective Bargaining Agreement and/or the Guide to the Uniformed Services Employment and Reemployment Rights Act (USERRA) for further guidance.

**E. Administrative Response to No-Pays**

1. IIU will have the appropriate administrative action letter prepared on behalf of the Division Director or designee. The letter will provide:
   a. An explanation of the violation.
   b. The requirements of the employee.
   c. An outline of subsequent administrative action that may be taken if the employee fails to follow Department directives.
2. The administrative action letter will go to the Shift Commander/Supervisor of the employee for issuance.

3. The administrative action letter will be distributed as follows:
   a. The original letter will be signed by the employee.
   b. A copy will be given to the employee.
   c. The signed original will be given to IIU.
   d. A copy will be given to the division designee.
   e. A copy will be given to the appropriate labor union.

   **Note**: IIU will also maintain a log to track these letters.
4. Administrative Actions to be taken:
   - 1st occurrence - Letter of Corrective Counseling
   - 2nd occurrence - Written Reprimand
   - 3rd occurrence - 3 Day Suspension
   - 4th occurrence - 10 Day Suspension
   - 5th occurrence - Termination

   Corrective Counseling letters will be issued by their supervisor. Written Reprimand letters will be issued by the Division Director or designee. Suspension/termination letters will be issued by the Director, Deputy Director or designee.

   IIU shall maintain a record of each occurrence and any corrective or disciplinary action taken.

## F. Responsibilities

1. Employees shall:
   a. Submit their leave request and documentation to the Administrative Sergeant/ Scheduling Supervisor and/or DAJD Leave Management, if applicable.
   b. Follow Personnel Guidelines.
   c. Follow Collective Bargaining Agreements.
   d. Only use appropriate leave that has already been accrued to reflect their absence unless their sick leave is exhausted.
   e. Be responsible for tracking and knowing their leave balances.
   f. Be responsible for notifying DAJD Leave Management and providing supporting documentation if a disability affects their ability to attend work or meet the essential functions of their position.
2. Administrative Sergeants/Scheduling Supervisors/Direct Supervisors shall:
   a. Review the "Needs Slip" list from payroll each pay period and forward the names to the Division Director or designee.
   b. Forward to the Division Director or designee any absence requests from staff who have not provided verification when required, or otherwise do not comply with policies or procedures,
   c. When the Roster Management System reflects a different type of leave than the Absence Request Form submitted, the Administrative Sergeant/Scheduling Supervisor/Direct Supervisor will clarify accuracy by requiring the employee to return the Absence Request Form to his or her Shift Commander or Supervisor or to update the leave entry in RMS EI, if applicable.
   d. Communicate with IIU and initiate the corrective documents when appropriate.
3. The Internal Investigations Unit (IIU) shall:
   a. Review the "No Pay Status" report from payroll each pay period.
   b. Confirm the protected leave status of employees on "No-Pay" with HR.

c. Prepare Letters of Corrective Counseling for violations and forward copies of letters that have been acknowledged by the employees in writing to the appropriate divisions.
d. Track occurrences/violations and maintain copies of received letters.
e. Maintain a log to track letters.
f. Coordinate follow-up with senior managers.

## G. Absence Request Approval

1. Captains, Administration Sergeants, Direct Supervisors, CPA's or Scheduling Supervisors shall:
   a. Review the leave availability on the "Hours Register List" prior to authorizing employee absence requests.
   b. Ensure that all Absence Requests Forms are forwarded to the Administrative Sergeant/Scheduling Supervisor or that appropriate entries are made in RMS EI, if applicable.
   c. Authorize absence approval in bona fide emergencies.
   d. Counsel employees when appropriate.